



DRIPPING SPRINGS ISD STANDARD RESPONSE PROTOCOL



There are five protocols for use in an emergency situation. Each protocol should be followed by a unique action.

The type of action is based on the threat.

In all Emergency Situations, we will be using Navigate Prepared to account for students and staff. The second option is to always have the red /green cards, in case access to internet is limited. You may be asked to display red or green cards by Administration or Law Enforcement depending on the situation:

 **Green: All students are accounted for and there no problems**

 **Red: Have missing students, additional students, medical issues or another problem**

If contaminated air is ever suspected in an emergency: Cover mouth and nose with cloth; turn off all electrical appliances, fans, air conditioners, heaters, etc.; and seal room windows and doors with wet towels, wet clothing or tape (as available).

HOLD! IN YOUR ROOM OR AREA.



Students and staff should remain in their classroom or a supervised area due to a possible altercation in the hallway or a medical emergency.

- There will be an announcement over the intercom that says “Hold in your room or area. Clear the halls”. Students and teachers are to remain in their room or area, even if there is a scheduled class change.
- Students and staff in common areas may be asked to remain in those areas, or move to adjoining areas like a locker room. Students and staff outside of the building should remain outside, unless administration directs otherwise.
- Teachers should rapidly sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct business as usual.

SECURE! GET INSIDE. LOCK OUTSIDE DOORS.



Secure the perimeter by bringing students and staff inside due to a suspicious person, chemical spill, dangerous animal, etc.

- Teachers or administration lock outside doors.
- Recover students and staff from outside the building.
- Report any outside concerns to campus administration immediately.
- Take roll and account for students through the Navigate Prepared App.
- Do business as usual.
- Develop increased situational awareness.
- Be prepared to perform any actions required. Lockdown, Evacuate, or Shelter, as directed by alarm, announcement or personal notification. Utilize the red and green card system if requested.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT



This indicates there is a threat inside the building. Examples could be gunfire, a violent intruder, dangerous animal, etc.

- There will be an announcement over the intercom, internal radio, and via the Navigate Prepared app to notify the campus to proceed with lockdown procedures.
- As teachers go out to ensure their door is locked, they may scan the hallway and bring all students from outside and in hallways into their pre-designated area/classroom. Do not linger in the hallway.
- Do not stick your head out of the classroom door or open the door for anyone once locked.
- Students stuck on the outside of a locked door need to be directed to go to the closest safe spot to hide (i.e. restrooms, work rooms, etc.).
- If a teacher cannot lock their door, they are to take students to a nearby lockable room or area, combining classes if necessary.
- Lock the door, turn off the lights, and get out of sight. Keep students silent and out of view of windows.
- Teachers will take roll to account for each student.
- **Do not let any student or staff member in or out of the room until law enforcement individually clears each room. Each campus will move from lockdown status by Law Enforcement individually clearing the campus.**
- **Campuses will move from “Lockdown” to “Evacuation” as directed by Law Enforcement officers only.**

EVACUATE! TO THE STATED LOCATION.



Using the Announced Type and Location (Fire, Gas Leak, Bomb Threat, etc.)

- Begin evacuation procedures when you hear the fire alarm or told to do so by an administrator. If law enforcement is conducting the evacuation, follow their instructions.
- Take the room’s Emergency Go Kit with you outside.
- Move quickly and silently in a single file line holding the person’s hand in front of and behind you out of the building, exiting to your assigned area outside using the pre-determined evacuation routes. If the exit is blocked, then exit out of the closest safe location.
- Turn off lights and close the classroom door upon exit.
- Organize students at the designated evacuation location and take roll and account for all students using the Navigate Prepared App.
- Utilize the red /green card system if requested.
- Maintain quiet, calm control during the entire procedure.
- Be alert to direction from a recognizable staff person to either resume normal activities or move to another location (secondary evacuation). Do not touch any unidentified, suspicious items.

In the event of an evacuation before school, lunch, after school or other time when students are not in classrooms, students will evacuate using posted routes and will be supervised by any available staff members.

Secondary Evacuation

If necessary, staff may need to move students to a secondary central location on the campus grounds or it may be necessary to secure students to prepare for an alternate evacuation site. Staff will be told by campus administration and or law enforcement when and where to evacuate

to a secondary location on campus or to an alternate location off the affected campus.

Evacuation to Alternate Location

In the event of a disaster or emergency, the school may close and the students and staff would be transported to another location. Staff will take their Emergency Go Kit with them when they move to the alternate location.

When traveling by bus:

- Account for students as they board the bus.
- Stay with the students on the bus and accompany them to the designated location.

Upon arrival:

- Organize students in the area designated by campus administration or law enforcement.
- Utilize the red /green card system if requested.
- Do not allow any student to leave the premises without utilizing “The Planned Student Parent Reunification Process.”

The “Planned Student-Parent Reunification Process” means that teachers will never directly release students to parents in an emergency. In the event this process is needed, a centralized check out will be set up that parents will access. Students will only be allowed to leave your group when you are notified to release them by an administrator or designee and they will then go through the centralized check out location to be released to the parent or guardian.

In the event of an Active Shooter Relocation, any affected DSISD school(s) will relocate to a pre-arranged location within Hays County. Hays County, “One County One Protocol” will establish the County Reunification Site for all students and staff involved in the event. This site will be run by the Hays EMC Officials, CERT Members, the Constables offices, and the designated District hosting the Reunification Site. DSISD Administrative Staff and IT Administration will provide all relevant information needed to facilitate the Reunification. DSISD Administrators will help facilitate the administrative portion of the parent to student hand off of the “Planned Student-Parent Reunification Process”. Crisis Counselors will be provided at the reunification site continuing on throughout the recovery process. Parents will be notified of that location at the time of reunification.



SHELTER! FOR HAZARD USING METHOD

Using the Announced Type and Location

- An announcement will be made over the intercom when it is necessary to move into tornado procedures.
- Teachers will direct students away from windows and outside walls.
- Students will take shelter in either their classroom or in the hallway, as directed by their administration.
- Sheltered areas should be at least 30 feet or more away from glass doors.
- Avoid gyms, cafeterias or other large areas with high walls and roofs during tornados.
- Teachers will take roll to account for each student.
- Utilize the red and green card system, if requested.

Students will be directed to:

- Face an interior wall, sit on their bottoms, legs crossed and fold their bodies forward
- Close their eyes
- Cover their head and neck with their arms, leaving as little skin exposed as possible
- Remain silent

If the building is struck by a tornado:

- Evacuate damaged areas cautiously using evacuation procedures.
- Move injured persons as little as possible. Note injuries and missing should be reported immediately